JOB DESCRIPTION

Position Title: **Senior Programmer**   Working Title: **Programming**

Class Code: <u>4921</u>   Exempt   EEO Code: <u>03</u>   Effective Date: <u>October 1, 2001</u>
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Major Function

Responsible technical and analytical work requiring analysis, design, programming and implementation of information processing systems in compliance with established standards. Work requires a high degree of coordination with customer departments, independent judgment and initiative. Work also requires to understand and assume total responsibility for assigned systems, including new system development, maintenance and enhancement to existing systems.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Develops, implements, and assists in reviewing objectives, techniques, programs, and procedures for program development, including the establishment or revision of computer applications.

Works closely with user departments to determine needs and general work environments. Develops effective systems to meet the needs of user departments. Conducts user needs assessments as required.

Evaluates user requests for new or modified computer programs to determine feasibility, cost and time requirements, compatibility with current systems, and computer capabilities. Consults with user to identify current operating procedures and to clarify program objectives when necessary. Analyzes user requirements to determine the specifications necessary to detail a needed program or modification to an existing program.

Designs, develops, documents and tests programming. Performs system planning, database design, specification design and design layouts of computer programs.

Responsible for the proper development of technical specifications and procedures.

Acts as Project Leader when necessary.

Provides regular customer contact to maintain awareness of information system needs and cyclic requirements and improvements utilizing new technology solutions.

Performs other duties as assigned or as may be necessary.

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Minimum Qualifications

Extensive knowledge in the analysis of problems and application development. Considerable knowledge of systems and programming techniques in an interactive environment. Considerable knowledge of software used by IBM midrange/ AS/400 computer systems, and microcomputer systems. Knowledge of supervisory methods and team development techniques.

Ability to define and formulate user needs to programmable form for application to the computer system. Ability to develop and maintain effective working relationships with user departments. Ability to design and manage databases. Ability to communicate effectively both orally and in writing.

Bachelor's Degree in Management Information Systems or a related field and four (4) years' experience in application development, RPG III programming and maintenance, and a strong use of PC skills including knowledge of Microsoft Word, Excel and lotus Notes.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.